



# ST. PATRICK'S DAY CELEBRATION

Thursday, March 17 2011  
AUGUSTA COMMON

## Merchandise Vendor Guidelines



\*\*\* (Be sure to include the venue of your choice on your application) \*\*\*

AUGUSTA COMMON	
OPERATING HOURS:	2:00 pm – 9:00pm
SETUP HOURS:	<b>Thursday, March 17, 2011 9:00 am-1:30 pm</b>
BOOTH RENTAL FEE:	Arts & Crafts-\$30.00 Merchandise-\$75.00
BOOTH SIZE:	<b>10'X15'</b>

AUGUSTA COMMON: Power boxes will be provided. 220 Amp boxes will be available for an additional fee of \$25.00. Each individual will be required to sign for and be responsible for a power box.

1. Exhibitor must provide their own setup and equipment.
2. Booth fee and space will be forfeited if exhibitor does not set up on time.
3. Spaces will be assigned prior to the event and you will be sent your booth assignment number and map before the event.
4. No pets are allowed in booth spaces.
5. **BOOTH FEES ARE NON-REFUNDABLE.** Checks should be made payable to **Augusta Richmond County**.
6. Exhibitor must sell only work in the categories for which they have been accepted. City of Augusta Special Events reserves the right to reject any entry found not to be in compliance with these regulations and rules.
7. The exhibition of all materials shall be in compliance with all applicable laws, rules and regulations of the State of Georgia and Augusta, Georgia. Georgia Sales Tax must be charged on all sales. If you have a Georgia Tax Number, this must be included on the application. Exhibitor is responsible for collecting and turning in all applicable taxes.
8. **Booths must be staffed and “open for business” at all times during operation hours. No exhibitor will be allowed to leave a venue prior to the close of the event.**
9. NO Vehicles will be allowed in the exhibiting area (parked or in motion) during operating hours. You are encouraged to bring along push carts/wagons for transporting merchandise to your assigned area.
10. Booth spaces **cannot be sublet to another exhibitor** without prior approval by the City of Augusta Special Events office.
11. Exhibitor is encouraged to provide flyers or business cards to hand out to visitors.

12. Merchandise cannot block aisles or be set up in public walking areas; this includes the access lane of the Augusta Common. All supplies must be contained within your assigned space.
13. **All tents must be free standing. Do not anchor tents by drilling through the bricks, asphalt or cement.**
14. City of Augusta Special Events cannot accept responsibility for lost or stolen items.
15. Exhibitor must cease all sales and begin to dismantle setup promptly at the end of the event.
- *All power boxes will be collected exactly one hour after the close of the event.*
  - *The bollards at the end of the access lanes of the Augusta Common will be put back in place exactly one hour and thirty minutes after the close of the event. **NO EXCEPTIONS.***
16. The on-duty Richmond County Sheriff's Department Deputies have the authority to uphold all rules and regulations.

If you have any questions, concerns or comments, please contact:

**City of Augusta Special Events  
836 Reynolds Street  
Augusta, GA 30901  
706-821-1754**

# ST. PATRICK'S DAY CELEBRATION

Thursday, March 17<sup>th</sup> 2011

AUGUSTA COMMON



## Food /Beverage Vendor

\*\*\* (Be sure to include the venue of your choice on your application) \*\*\*

AUGUSTA COMMON	
OPERATING HOURS:	2:00 pm – 9:00pm
SETUP HOURS:	9:00am-1:30pm
BOOTH RENTAL FEE:	\$200.00 FOOD \$50.00 SNACK (1-2 ITEMS)
BOOTH SIZE:	10'X15'

AUGUSTA COMMON: Power will be provided for every vendor. 220 Amp boxes will be an additional \$25.00 Fee. Each individual will be required to sign for and be responsible for a power box.

1. Exhibitor must provide their own setup and equipment.
2. Booth fee and space will be forfeited if exhibitor does not set up on time.
3. Spaces will be assigned prior to the event and you will be sent your booth assignment number and map before the event.
4. **Food vendor is required to use portable flooring or plastic under their entire vending and cooking area so as not to stain or damage the bricks.**
5. No pets are allowed in booth spaces.
6. **BOOTH FEES ARE NON-REFUNDABLE.** Checks should be made payable to **Augusta Richmond County.**
7. Exhibitor must sell only items in the categories for which they have been accepted. City of Augusta Special Events reserves the right to reject any entry found not to be in compliance with these regulations and rules.
8. Georgia Sales Tax must be charged on all sales. If you have a Georgia Tax Number, this must be included on the application. Exhibitor is responsible for collecting and turning in all applicable taxes.
9. **Booths must be staffed and “open for business” at all times during operation hours. No exhibitor will be allowed to leave a venue prior to the close of the event.**
10. **NO Vehicles** will be allowed in the exhibiting area (parked or in motion) during operating hours. You are encouraged to bring along push carts/wagons for transporting merchandise to your assigned area.

11. Booth spaces **cannot be sublet to another exhibitor** without prior approval by the City of Augusta Special Events office.
12. Public walking areas and aisles cannot be blocked with products; this includes the access lane of the Augusta Common. All supplies must be contained within your assigned space.
13. **All tents must be free standing. Do not anchor tents by drilling through the bricks, asphalt or cement.**
14. City of Augusta Special Events cannot accept responsibility for lost or stolen items.
15. Vendors using grease are responsible for disposal of it in a safe manner. The dumping of grease or wastewater on the grounds is prohibited.
16. Vendor must cease all sales and begin to dismantle setup promptly at the end of the event.
  - *All power boxes will be collected exactly one hour after the close of the event.*
  - *The bollards at the end of the access lanes of the Augusta Common will be put back in place exactly one hour and thirty minutes after the close of the event. **NO EXCEPTIONS.***
17. The on-duty Richmond County Sheriff's Department Deputies have the authority to uphold all rules and regulations.

**NOTE: Violation of the vendor guidelines will result in a \$200.00 fine plus prohibition from participating in all future events.**

If you have any questions, concerns or comments, please contact:

**City of Augusta Special Events  
836 Reynolds Street  
Augusta, GA 30901  
706-821-1754**



# ST. PATRICK'S DAY CELEBRATION

Thursday, March 17, 2011

Office Use Only:

Amt. Due: \_\_\_\_\_ Payment: \_\_\_\_\_

RPT #: \_\_\_\_\_ Space #: \_\_\_\_\_

## VENDOR CONTRACT

### PLEASE CHECK TYPE OF VENDOR:

FOOD		SNACK		MERCHANDISE		ART & CRAFT	
\$200.00		\$50.00		\$75.00		\$30.00	

### PLEASE RESERVE ME

# OF BOOTHS

BUSINESS NAME:

CONTACT:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

PHONE:

EMAIL ADDRESS:

GA SALES TAX #:

WILL YOU NEED A 220 POWER BOX? YES NO:

WILL YOU NEED A GA DEPARTMENT OF REVENUE EVENTS FORM? YES: NO:

ITEMS TO BE SOLD: **PLEASE LIST ALL ITEMS TO BE SOLD**

### I am aware of the following:

1. I agree to forfeit my booth fee and space if I do not set up on time.
2. I must remain open for business during operating hours.
3. Twenty (20) amp outlets are located at each booth space on the Augusta.
4. I must shut down promptly after the close of the event.
5. The on-duty Richmond County Sheriff's Deputies have the authority to uphold all rules and regulations.

**I agree to abide by all rules and regulations that are attached and made part of this contract.**

**Vendor Signature**

**Date**

Please make checks payable to **Augusta Richmond County** and return along with completed application to:

**City of Augusta Special Events  
836 Reynolds Street  
Augusta, GA 30901  
706-821-1756 FAX 706-821-1754 PHONE**